

STATUTES AND RULES,

RELATING TO THE

INSPECTION AND USE

OF THE

BRITISH MUSEUM.

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British Museum 4
STATUTES AND RULES,

RELATING TO THE

INSPECTION AND USE

OF THE

BRITISH MUSEUM.

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FOR THE BETTER SECURITY AND PRESER-
VATION OF THE SAME.

BY ORDER OF THE

T R U S T E E S.

L O N D O N :

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Statutes and Rules, relating to the
Inspection and use of the Bri-
tish Museum; and for the bet-
ter security, and preservation of
the same: by order of the
Trustees.

THIS Museum, tho' chiefly designed
for the use of learned and studious men,
both natives and foreigners, in their
researches into the several parts of know-
ledge; yet being a national establish-

ment, founded by authority of parliament, it may be judged reasonable, that the advantages accruing from it should be rendered as general as possible. But as it is of a more extensive nature, than any other before established, it doth require some particular rules and restrictions relating to the inspection, use and security thereof, suited to the nature of its institution; the different quality of the things, of which it consists; and such attendance of the officers, as may be justly expected from them. Therefore the Trustees of the British Museum, at a general meeting assembled, do hereby make, constitute, and establish the statutes, rules, and ordinances following, viz.

I.

The times when the Museum is to be kept open.

1. That the Museum be kept open at the hours mentioned below, every day throughout the year, except Saturday and Sunday in each week; and likewise except Christmas-day and one week after; one week after Easter-day and Whitfun-day respectively; Good Friday, and all days, which are now, or shall hereafter be, specially appointed for thanksgivings or fasts by publick authority.

2. That between the months of Sep-

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tember and April inclusive, from Monday to Friday inclusive, the Museum be opened from nine o'clock in the morning till three in the afternoon; and likewise at the same hours on Tuesday, Wednesday, and Thursday, in May, June, July, and August; but on Monday and Friday, only from four o'clock to eight in the afternoon, during those four months except at the times above excepted.

II.

The manner of admission to view the
Museum.

1. That such studious and curious persons, as are desirous to see the Museum, shall make their application to the porter, in writing; which application shall contain their names, condition, and places of abode; as also the day and hour at which they desire to be admitted; and shall be delivered to him before nine in the morning, or between four and eight in the evening, on some preceding day: and that the said names, together with the respective additions, shall be entered in a register to be kept by the porter. And the porter shall,
and

and is hereby required, to lay such register every night before the principal librarian; or, in his absence, before the under librarian, who shall officiate as secretary for the time being, or in his absence, before one of the other under librarians; to the end that the principal, or such under librarian, may be informed, whether the persons so applying be proper to be admitted according to the regulations made, or to be made, by the Trustees for that purpose. And if he shall judge them proper, he shall direct the porter to deliver tickets to them, according to their request, on their applying a second time for the said tickets.

2. That

2. That no more than fifteen tickets be delivered out, for each hour of admittance; which tickets, when brought by the respective persons therein named, are to be shewn to the porter; who is thereupon to direct them to a proper room appointed for their reception, till their hour of seeing the Museum be come; at which time they are to deliver their tickets to the proper officer of the first department.

3. That the said number of tickets be delivered for the admiffion of company at the hours of nine, or eleven, or one in the afternoon; and at the hours of four or fix in the afternoon of those days, in which the Museum is to be
 open

open at that time: and that, if application be made by a greater number of persons, than can be accommodated on that day and hour, which they had named; the persons last applying have tickets granted them for such other day and hour, as will be most convenient for them; provided it be within seven days; a sufficient number of tickets being ordered to be left in the hands of the porter, for that purpose.

4. That if any persons having obtained tickets, be prevented from making use of them, they be desired to send them back to the porter in time; that other persons wanting to see the Museum may not be excluded.

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5. That the spectators may view the whole Museum in a regular order, they are first to be conducted through the department of manuscripts and medals; then the department of natural and artificial productions; and afterwards the department of printed books, by the particular officers attending on that day.

6. That two hours only be allowed to the several companies, for gratifying their curiosity in viewing the Museum; and that none of the company go into any room, without one of the officers to attend them.

7. That a catalogue of the respective
printed

printed books, manuscripts, and other parts of the collection, distinguished by numbers, be deposited in some one room of each department, to which the same shall respectively belong, as soon as the same can be prepared.

8. That written numbers, answering to those in the catalogues, be affixed both to the books, and other parts of the collection, as far as can conveniently be done.

9. That in passing through the rooms, if any of the spectators desire to see any book, or other part of the collection, it be handed to them by the officer, as far as is consistent with the security of

the collection, to be judged of by the said officer; who is to restore it to its place, before they leave the room: that no more than one such book, or other part of the collection, be delivered at a time to the same company: and that the officer do give the company any information they shall desire, relating to that part of the collection which is under his care.

10. That upon the expiration of every two hours notice be given of it by ringing a bell; at which time the company shall remove out of the Museum, to make room for a new one.

11. That the coins and medals, except
such

such as the standing committee shall order, from time to time, to be placed in glass cases, be not exposed to view, but by leave of the Trustees, in a general meeting; or the standing committee; or of the principal librarian: that they be shewn between the hours of one and three in the afternoon by one of the officers, who have the custody of them: that no more than two persons be admitted into the room to see them at the same time, unless by particular leave of the principal librarian; who in such case is required to attend, together with the said officer, the whole time: and that but one thing be taken or continue out of the cabinets and drawers at a time, which is to be done by the officer,

ficer, who shall replace it, before any person present goes out of the room.

12. That if any of the persons, who have tickets, come after the hour marked in the said tickets, but before the two hours allotted them are expired, they be admitted.

13. That the Museum be constantly shut up at all other times, but those abovementioned.

14. That if any persons are desirous of visiting the Museum more than once, they may apply for tickets in the manner abovementioned, at any other times, and as often as they please: provided

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that

that no one person has tickets at the same time for more days than one.

15. That no children be admitted into the Museum.

16. That no officer, or servant, take any fee, reward, or gratuity, of any person whatsoever; except in such cases as are herein after mentioned, under the penalty of immediate dismissal.

III.

The manner of admitting persons, who desire to make use of the Museum for study; or shall have occasion to consult the same for evidence, or information.

1. That no one be admitted to make use of the Museum for study, but by leave of the Trustees, in a general meeting, or the standing committee: and that the said leave be not granted for a longer term than half a year, without a fresh application.

2. That a book be kept in the reading room, under the custody of the officer of the said room; who is to enter

therein the names of the several persons who have leave of admiffion, together with the refpective dates of the orders of the Trustees for that purpofe, and the duration of the fame.

3. That a particular room be allotted for the perfons fo admitted, in which they may fit, and read or write, without interruption, during the time the Mufeum is kept open: that a proper officer do constantly attend in the faid room, fo long as any fuch perfon, or perfons, fhall be there: and for the greater eafe and convenience of the faid perfons, as well as fecurity of the collection, it is expected; that notice be given in writing the day before, by each perfon, to the faid officer,

officer, what book or manuscript he will be desirous of perusing the following day; which book or manuscript on such request, will be lodged in some convenient place in the said room, and will from thence be delivered to him by the officer of the said room: excepting however some books and manuscripts of great value, or very liable to be damaged, and on that account judged by the Trustees not fit to be removed out of the library to which they belong; without particular leave obtained, of the Trustees, in a general meeting, or the standing committee, for that purpose; a catalogue whereof will be kept by the officer of the reading room.

4. That such persons be allowed to take one or more extracts from any printed book, or manuscript; and that either of the officers of the department, to which such printed book or manuscript belongs, be at liberty to do it for them, upon such terms, as shall be agreed on between them.

5. That the transcriber do not lay the paper, on which he writes, upon any part of the book, or manuscript, he is using.

6. That no whole manuscript, nor the greater part of any, be transcribed, without leave from the Trustees, in a
general

general meeting, or the standing committee.

7. That every person so intrusted with the use of any book, or manuscript, return the same to the officer attending, before he leaves the room.

8. That if any person engaged in a work of learning, have occasion to make a drawing of any thing contained in the department of natural and artificial productions, or to examine it more carefully than can be done in the common way of viewing the Museum; he is to apply to the Trustees in a general meeting, or the standing committee, for particular leave for that purpose: it not

being thought proper, unless in particular cases, to have them removed from their places, and out of the sight of the officer who has the care of them.

9. That whensoever, and as often as any person shall have occasion to consult or inspect any book, charter, deed, or other manuscript for evidence or information, other than for studying, which is herein before provided for; he is to apply for leave so to do, to the Trustees in a general meeting, or the standing committee. But if the case should require such dispatch as that time cannot be allowed for making such application, the person is to apply for such leave to the principal librarian; or, in case of
his

his death or absence, such of the under librarians as shall officiate as secretary for the time being: which leave the principal librarian, or the under librarian officiating as secretary for the time being, as aforesaid, is hereby empowered to grant. Provided always, that no such person shall be permitted to consult or inspect any such book, charter, deed, or other manuscript; except in the presence of the principal librarian, or of one of the officers of that department to which such book, deed, charter, or other manuscript shall belong.

10. That no part of the collection or collections belonging to this Museum, be at any time carried out of the general repository;

repository ; except such books, charters,
 deeds, or other manuscripts as may be
 wanted to be made use of in evidence.
 And that when any such book, charter,
 deed, or other manuscript shall be wanted
 to be made use of in evidence, applica-
 tion shall be made in writing for that pur-
 pose, to the Trustees in a general meet-
 ing, or the standing committee : and if
 the case should require such dispatch, as
 not to admit of an application to the
 trustees in a general meeting, or the
 standing committee, then to the principal
 librarian ; or in case of his death or ab-
 sence, then to such of the under libra-
 rians as shall officiate as secretary for the
 time being : and thereupon by their or
 his direction, the same shall and may be
 carried

carried out of the general repository, to be made use of in evidence as aforesaid, by the under librarian or assistant of the department to which such book, charter, deed, or other manuscript shall belong. And in case the said under librarian, or assistant of the said department be disabled, or cannot attend; then by such other of the under librarians, or assistants, as shall be appointed by the Trustees, in a general meeting, or the standing committee, or by the chief librarian, or by such of the under librarians as shall officiate as secretary for the time being aforesaid. And the person who shall be appointed to carry out the same, shall attend the whole time, and bring it back with him again; for which extraordinary

traordinary trouble and attendance it is expected that a proper satisfaction be made to him.

Although it may be presumed, that persons who shall be admitted to see the Museum, will in general conform themselves to the rules and orders above-mentioned; yet as it may happen, that these rules may not always be duly observed: the Trustees think it necessary for the safety and preservation of the Museum, and do hereby order, that in case any persons shall behave in an improper manner, and contrary to the said rules, and shall continue such misbehaviour after having been admonished by one of the officers; such persons shall

shall be obliged forthwith to withdraw from the Museum ; and their names shall be entered in a book to be kept by the porter : who is hereby ordered not to deliver tickets to them for their admission for the future ; without a special direction from the Trustees in a general meeting.

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Whereas, besides the statutes and rules made and established concerning the manner in which the collection is to be viewed, and rendered useful to the public, which statutes and rules are printed and published, it will be necessary that other orders and rules, of a more private nature, be made for the better management and preservation of the Museum, and of every thing belonging thereto : The Trustees, in a general meeting, have thought fit to make the following Orders.

I.

General Orders and rules for the management of the Museum, and the affairs thereof.

1. **T**HAT there be four general meetings of the Trustees at the Museum, in every year ; the days for such meetings in each year to be appointed at the last stated general meeting of the preceding year.

2. That besides the aforesaid general meetings, it shall be in the power of the standing committee, or of any other three Trustees, to call, at such times as they shall think expedient, extraordinary general meetings, by giving proper

per notice to the principal librarian ; or, in his allowed absence from the Museum, then to such of the under librarians as shall officiate as secretary for the time being ; who is, upon such notice, to send the usual summons for that purpose, to each of the Trustees.

3. That for the better enforcing and carrying into execution the orders and rules, that shall from time to time be made by the general meeting, and also for the more easy management of all the affairs relating to the Museum, the present standing committee, or another to be at any time appointed by the Trustees in a general meeting, shall always subsist ; which committee (whereof three

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shall

shall be a quorum) shall meet at the Museum on one stated day every fortnight, such as they shall appoint, and as much oftner as they shall judge to be necessary or expedient for the benefit or service of the Museum ; and at such other times as they shall be summoned by order of any three Trustees, signified as is expressed in the preceding article ; and that all the Trustees, who shall at any time come to the committee, shall be of the said committee.

4. That the said committee have power to make temporary orders, in such cases, concerning the Museum, as may seem to be of too little importance to require the immediate calling

of a general meeting ; or, on pressing emergencies, where there is not sufficient time to take the sense of a general meeting ; in all which cases, they shall report such orders to the next general meeting : but where the matter under their deliberation is of such consequence, as to deserve the attention and determination of a general meeting, and the time will permit, they shall either cause one to be summoned for that purpose, or lay the same before the next stated general meeting, as they shall judge to be most expedient.

5. To settle, and determine, or to refer to a general meeting, according as they shall think most proper, all dis-

putes and differences among the officers, if any such should happen to arise, and cannot otherwise be accommodated.

6. To enquire as often as they shall think fit, into the conduct of all the officers and servants; to receive from the principal librarian, or one or more of the subordinate officers, any scheme or proposal for the better ordering or managing the Museum, or any part of it; as also any complaint of neglect in the management thereof, or of disobedience to the orders of the general meeting or committee, and give such directions therein as they shall think proper; and if they shall judge it to deserve the notice

tice and consideration of a general meeting, they shall lay the same before such meeting.

7. To give leave of absence to the officers, upon application from the said officers, and at such times as they shall judge proper; provided, that such leave of absence do not exceed the space of thirty days in one year, unless the case should appear to be of such importance, as necessarily to require longer absence; and that the said leave be not granted to more than three of all the officers at one and the same time, nor to so many, unless in cases of necessity; it being understood, that there shall always re-

main one officer at least in each department.

8. To appoint one of the officers to supply the place of the keeper of the reading room, during his allowed absence.

9. To overlook and examine the bills of tradesmen, and all other demands upon the Museum; and if they approve the same, to order the receiver and expeditor to pay the same, or, where they think it more proper, to make draughts upon such person as shall or may, from time to time, be appointed by the Trustees in a general meeting, to
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act as banker or cashier to the corporation.

10. To make draughts from time to time upon the said cashier, or banker, for the payment of the salaries of the officers, as also for such money as they shall think proper to be imprest to the receiver and expeditor.

11. To grant leave to any Foreigner of distinguished eminence, or who, upon account of his sudden departure, cannot obtain tickets in the common course, to see the Museum at any time, when it is open for the common inspection, attended by the principal librarian.

12. If any person engaged in a work of learning, or in the prosecution of any useful design, has occasion to examine any part of the collection, with more attention than can be done either in the ordinary way of viewing the Museum, or in the reading-room, without carrying into it a greater number of specimens or books than can conveniently be done; to give leave to such person to view the said collection at those hours, when the officers of the respective departments are not engaged in their attendance upon the company admitted by tickets, and during the time when the Museum is open.

13. In case of the sickness, death, or
allowed

allowed absence of more than one of the officers, to lessen and restrain, if they shall think fit during that time, the number of tickets for viewing the Museum, in such manner, as they shall judge most proper.

14. To give leave of admission to any proper person or persons into the garden, upon their application.

15. That once in the year, at the least, there be a general visitation of the Museum by the Trustees; not on any certain day annually, but on such days, as shall in each year be appointed by a general meeting previous thereto.

16. That

16. That besides the said annual general visitation, the Trustees in a general meeting may appoint other visitations, either of the whole, or of any part of the collection, as often, and on such days, as they shall think fit.

17. That proper notice of the day and hour of every visitation, whether general or partial, be sent to each of the Trustees, and that his company be desired on that occasion.

18. That the porter deliver out no tickets for those days, on which a visitation is to be made.

19. That every Trustee have free access,

cess, without a ticket, as of right he ought, to any part of the Museum; but that it shall be only during such time as the Museum shall be open to view; and that he shall not introduce any person who has not a ticket.

20. That every Trustee, who shall have occasion to consult any book, manuscript, or other part of the collection, may require the same from the officer of the respective departments, and make use of the same in whatever part of the Museum he shall judge convenient, during the time that the Museum shall be open; and that upon his leaving the Museum, he return such book, manuscript, or part of the collection, to one
of

of the said officers, or to the keeper of the reading-room.

21. That every Trustee shall likewise have liberty, at all seasonable hours, not only of going himself, but also of introducing and bringing with him into the garden, such persons of his family or acquaintance, as he will accompany during their stay there.

22. That the officers and their friends, and relations living with them in the house, have leave to go into the garden, and to carry with them such persons as they will accompany during their stay there, and be answerable for.

23. And

23. And that the several orders and rules established, or to be established, by the Trustees in general meetings, may be more exactly observed and complied with, the several Trustees are requested frequently to visit the Museum itself, at such times, as the same shall be open to view. *vid. last leaf.*

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Concerning the duty in general of the principal librarian, and other officers of the British Museum :

It is ordered,

1. **T**HAT four of the officers at least shall lie in the house every night, according to their turns, to be determined by a rota, which is from time to time to be settled by the standing committee; of which four officers, the principal librarian, or one of the under librarians, shall be one.

2. That it may nevertheless be allowable for any officer, whose turn it may be to lie abroad, to exchange occasionally

onaally that turn (if he pleases so to do) with another, who may be desirous of lying abroad at that time.

3. That as the principal librarian is chiefly entrusted with the care and custody of the Museum, he do attend therein, as constantly as shall be necessary for the discharge of his duty, and for putting in execution the orders of the Trustees which have any relation to him.

4. That none of the subordinate officers, whose turn it is to attend the companies admitted by tickets, according to the new method established for shewing the Museum, be absent during the
time

time the Museum is open, unless in cases of necessity, with leave of the principal librarian, which cases also he shall report to the standing committee at their next meeting, but that the attendance of any one of the other officers may be dispensed with, "provided ⁺an officer be always in readiness [to attend (each department,)] when occasion shall require!" and that it be left to the care of the principal librarian, in case of any such absence, as is above described, to supply the absence of any officer, out of the other officers then present, who shall at that time, be unemployed in attending the company.

5. That the Museum be never left

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+ any one officer &c

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at any time whatsoever, without one at least of the officers within the same, or the precincts thereof; except during the time of divine service on Sundays, Good-Friday, Christmas-day, and all days appointed occasionally to be kept holy by publick authority; that proper orders may be given, and due care taken, for its preservation, in case of fire, or any other accident, which may endanger the Museum, or any thing belonging thereto; in which cases the principal librarian, or, in his absence, the person officiating as secretary for the time being; or in the absence of both of them, such officer as last officiated as secretary; or, in his absence, the other under librarian; but if it should happen that none of the

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above-

above-mentioned officers be present, then such officer, whose turn it is to attend in the Museum, as is herein after ordered, shall be, and is hereby impowered to give such orders as he shall judge will best conduce to the safety and preservation of the same.

6. That, for this end, each of the subordinate officers shall take his turn, unless he be gone into the country, with the leave of the general meeting or standing committee, to stay and remain within the Museum, or precincts thereof, for the space of twenty-four hours, according to a rota, to be settled and established for that purpose; and that the principal librarian take care that one of the

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the three men servants attend in the house or Museum, at the times when the absence of the officers is permitted.

7. That this, however, shall not extend to prevent an exchange of the turns directed in the rota, either for the whole or a part of the twenty-four hours; if the officers shall agree thereto among themselves, and one will undertake to attend for another, whose turn it is: but to prevent all manner of disputes, the officer so consenting to attend in lieu of another, shall enter, in a book to be prepared for that purpose, a memorandum signifying the same, and specifying the time that he has agreed to attend for the other; which memorandum shall be

signed by his own hand, and the said book shall be kept by the porter.

8. That all the officers give due attendance at all visitations of the Museum, appointed by the general meeting, and that the principal librarian and one officer of each department be within the Museum, or precincts thereof, during the time that every other general meeting shall be fitting.

9. That the several officers, before they lock up the rooms in the Museum belonging to their respective departments, shall cause all the windows in the first state-story and base-story to be shut up and secured, and such care to be

be taken of the fires in the stoves, that no danger may arise therefrom; that they visit the said rooms as soon as conveniently may be after the company is gone, to see that this is done; and that no person be admitted to come into the Museum after the expiration of the stated hours.

10. That immediately after the company has left the Museum, and the officers shut up their apartments, the porter lock up the outward doors of the body of the house,

11. That every night, immediately before the watch is set, the messenger go through the hall, passages, and other

places, from whence danger may be apprehended, and examine whether every part of them is safe from accidents of any kind, and see that no person is lurking therein; and make his report to the principal librarian, or in his absence, to the officer then in attendance, according to the rota above-mentioned: and in the performance of this duty, he shall, if the principal librarian or said officer think it requisite, be assisted by the porter, the two watchmen, or any of them.

12 And since, for this service, and for lighting the fires, or in case of accidents happening in the night, it will or may be necessary, that lighted candles should be brought into the Museum or body of

the house, such lighted candles, for those uses, shall be carried in lanthorns, to be provided for that purpose: but lighted candles are never to be brought into the Museum on any other occasion, or in any other manner, except for the use of the general meeting or standing committee, when they shall sit in the night; at which time the person officiating as secretary, shall, as soon as the meeting is broke up, and the Trustees are gone, see that all the candles be put out, and the fires extinguished, at least so far as that no danger can arise therefrom.

13. And all the officers, and particularly the principal librarian, are to

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take

take care that all the above orders relating to fires and candles, be punctually complied with.

14. But if, notwithstanding all these precautions, a fire should unfortunately break out in the Museum itself, or any of the buildings thereto belonging, or even in the neighbourhood thereof; or if any other accident should happen, whereby the Museum or collection should be in danger, every officer or servant discovering it or being apprized thereof, shall immediately give notice of it to all the other officers and servants, who are forthwith to give their attendance, and utmost assistance, for the preservation of the Museum, and of every thing contained

tained in it, or belonging thereto ; and immediate notice of the accident shall be sent to such of the Trustees as live within a reasonable distance from the Museum.

15. And, that the engines for extinguishing fires, and the pipes belonging to them, may be at all times fit for use and service, the principal librarian shall take care that the same be kept in good order ; and that both the said engines be worked twice a year, and that during the summer months ; and that the reservoir over the Engine-house be always full or nearly full of water.

16. And when, at any time, he goes out of the precincts of the Museum, he
shall

shall leave the keys of the cases of the stop-cocks (which, by the contract with the New River company, are to be entrusted to his care) sealed up in some known part of his apartment, that the stop-cocks may be made use of, in case any accident of fire should happen during his absence.

III. And

III.

And with respect to some other duties
(not before particularly specified) of
the principal librarian and subordinate
officers :

It is ordered,

- I. **T**HAT the principal librarian (or
in case of his sickness, or allowed ab-
sence, the secretary for the time being)
take care, that all the other officers and
servants perform their respective duties,
and obey the orders that already have
been, or hereafter shall be made, by the
Trustees in a general meeting, or the
standing committee; and also take all
reasonable care, that no person be al-
lowed to come into the garden, or the
Museum,

Museum, or to make use of the same, in any other manner than is hereby, or by any former order allowed, or without such leave as is herein directed to be given.

2. And if he, or the officer aforesaid, shall observe, or be informed, that any of the said officers or servants are guilty of irregularities, or do not perform their respective duties, and conform themselves to all the orders already made, or that shall hereafter be made, by the Trustees in a general meeting, or by the standing committee, he is to admonish, in a proper and discreet manner, the person so offending; and in case, after such admonition, such person shall not behave

behave better, he is to make complaint thereof to the general meeting, or standing committee, who will take such order therein, as to them shall appear fit and reasonable.

3. He, or the officer aforesaid, is to appoint such of the subordinate officers, or in case of necessity, such other person belonging to the house as can best be spared, to supply the place of keeper of the reading-room, when sickness or any unforeseen accident should occasion his absence; according to such general direction as he shall from time to time receive from the Trustees.

4. He, or the officer aforesaid, is to
lay

lay before the general meeting, or committee, any scheme for the improvement, or greater security of the collection, or any part thereof, that shall either occur to himself, or be delivered unto him in writing by any of the other officers.

5. He, or the officer aforesaid, or in the absence of both of them, one of the under librarians, is to keep all the printed blank tickets for admission; and to deliver out to the porter, from time to time, a sufficient number; and to examine the porter's register of persons desiring admittance to view the collection. And if either from his own observation, or from any other particular circumstance, he shall judge any person
 .
 applying

applying for, or bringing a ticket, to be improper or unfit to be admitted into the Museum, he shall not suffer them to be admitted thereunto, but shall put them off in the most prudent and least offensive manner that he can; and give the porter orders not to enter the name of such persons into the register for the future, without the special order of the standing committee or his own.

6. Upon complaint made to him, or to the officer aforesaid, by one or more of the other officers, or upon his own observation, that any persons, who shall be admitted to view or make use of the collection, behave improperly or do not conform themselves to the rules and orders

ders already prescribed, or that shall hereafter be prescribed in relation thereto, he is immediately to admonish such persons to behave in a proper and regular manner; which if, after such admonition, they shall refuse or neglect to do, he shall cause them forthwith to depart from the Museum, and direct the porter to enter their names and additions in a book, to be provided for that purpose; and order him not to permit them to come again into the Museum, or precincts thereof, until such prohibition shall be taken off, by the Trustees in a general meeting; to whom, at their next meeting, he shall communicate the matter, and what he has done therein.

7. In case of the sickness, death, or allowed absence of one or more of the other officers, the principal librarian is to procure, if it be needful, the place of such officer to be supplied, and his duty in attending the persons admitted to view the Museum to be performed, in the best manner that he can; and to report what he has done to the general meeting or standing committee, and take their further directions therein; and on all occasions to give such assistance to the officers in exhibiting the collection to view, as the Trustees in a general meeting, or standing committee, shall think proper to order and direct.

8. And whensoever any foreigner of

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distinguished eminence shall come to see the Museum (either with a ticket, according to the common method, or by an especial order of the Trustees, in a general meeting, or of the standing committee) the principal librarian, if not absent from the Museum with proper leave, shall attend such person in viewing the whole collection; and he may also in case of necessity, shew the Museum to any such person, without such especial order.

9. The subordinate officers are to be particularly careful, that every thing within their respective departments be at all times preserved in as good and exact order as may be, and that the

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apartments

apartments containing that part of the collection, which is under their care, be kept as neat and clean as it consistent with admitting persons to view and make use of the same.

10. But if any persons admitted to view or make use of the collection, shall behave irregularly in any respect, or contrary to the rules prescribed and laid down in relation thereto; the officer attending them, shall, in a civil manner, admonish and desire those persons to behave better; which, if, after such admonition, they shall refuse or neglect to do; he is to make complaint thereof to the principal librarian; and if the principal librarian be not in the way,

the said officer shall cause such person forthwith to withdraw from the Museum, and take the first opportunity to acquaint the principal librarian therewith; or in his absence, the under librarian, officiating as secretary for the time being.

11. One of the subordinate officers, who has the care of that part of the collection, into which persons bringing tickets are to be first admitted, shall, at the hours of nine, eleven, and one, on those days when the Museum is to be viewed in the morning; and, at the hours of four, and six, when persons are to be admitted to view the same in the afternoon, repair to the room allotted

lotted for the reception of such persons till such time as the hour mentioned in their tickets respectively be come; and after examining the tickets, shall conduct the persons bringing tickets for that hour into the apartments under his care, in order to their viewing the same. And that he and the other officers may the better be apprized of the time when each company is to come into, and to leave the Museum, the messenger shall give notice thereof, by ringing a bell, upon which notice, the officers shall cause all the persons, who come to view the collection with tickets, forthwith to remove out of the Museum, which if any such persons shall refuse, or neglect to do, the same shall
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be construed to be irregular behaviour, and the persons so offending, shall be treated in the manner already prescribed with regard to persons guilty of misbehaviour.

12. The subordinate officers are to be aiding and assisting to the principal librarian, in all matters relating to his duty, in respect to the care and custody of the Museum.

13. They are all to observe, whether any irregularities are committed, or the orders of the Trustees contravened by any person whatsoever, as well those who are not, as those, who are servants belonging to the Museum; and upon
discovery

discovery of any such irregularities, they are to acquaint the principal librarian, or, as the case may require, the standing committee or general meeting therewith, to the end that the like may be prevented for the future, and that the collection may receive no detriment thereby.

14. In case any of the subordinate officers shall form any scheme, which they shall think will tend to the improvement, or better preservation of the Museum, or of any thing relating thereto, they shall deliver such scheme in writing, signed with their own hands, to the principal librarian, in order that, if they desire it, he may lay the scheme
before

before the standing committee, or general meeting, according as they shall choose; which, if he shall refuse or neglect to do, they may send in the same, or a copy thereof, signed as aforesaid, and sealed up, to the standing committee, or general meeting, when sitting.

15. The principal librarian, and all the subordinate officers, are to obey and conform themselves to all the orders or directions, that already have been, or shall hereafter be made or given by the Trustees in a general meeting, or by the standing committee, relating to the Museum, or the affairs thereof, though such orders should, in the case of the subordinate officers, occasionally injoin services

vices in departments to which they are not respectively assigned.

16. And it is the desire and intention of the Trustees, and they do expect, that a good understanding should, as far as possible, ever subsist among all the officers belonging to the Museum; and that as on the one hand, it is necessary that a proper subordination be preserved, and a due deference be shewn (in every thing relating to the Museum) by those, who bear an inferior, to those who enjoy a superior office therein; so on the other hand, each of a superior, should treat those of an inferior rank, in regard to their offices, with condescension and respect: and that all of them in general

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should

should consider themselves, and the other officers, as gentlemen living under the same roof, and equally engaged in carrying on the same noble design, and among whom, for that, as well as for other reasons, no personal pique or animosity should ever find the least place; but the most perfect harmony and a true spirit of benevolence ought always to be cultivated and prevail.

It is hereby intended and declared, that none of the particular restraints herein contained, are to be construed to extend to the Royal Family, when they shall do the Museum the honour of visiting it in person.

add to p. 45

Feb. 27. 1762 at a Genl:
Meeting (p. 410) resolved

that the appointment of the
standing Committee is consistent
with & entirely conformable to
the intent & meaning of the
Act of Parlt. relative to this
Corporation; & that the Powers & Au-
thority lodged in the said Com-
mittee by the several Orders of the
Trustees are fit & expedient to be
carried into execution from Time
to Time. And that it is the duty of
J^r. Knight & every other Officer &
Servant of this Corporation to pay
obedience to the same



